

ADMINISTRATIVE - INTERNAL USE ONLY

30 August 1983

MEMORANDUM FOR: Executive Assistant  
Office of Personnel

FROM:

C/HRPS

SUBJECT: Weekly Activities Report

1. End-of-year strength control activities were initiated through a meeting called by C/SPD/OP on 26 August 1983. Attending the meeting were representatives from HRPS and other OP elements that effect manpower gains and losses. The intent of this meeting, and one with Directorate representatives later this week, is to process all strength changes to end the year at, or just slightly under, authorized on-duty and FTE levels.

2. [ ] returned from his trip to participate in the ASA convention in Canada, and spent his last week in HRPS cleaning out his "jurimetric" records. It has been agreed that he will report to his new assignment in DDO/EPDS following his return from leave on 6 September 1983. It has also been agreed that he will complete his OP Jurimetric report for OGC, while assigned to DDO.

3. [ ] has completed his second Statistical Analysis System course this week, and began to use his new software knowledge to improve the current HRMIS trend report.

4. Continued work on projects designed to:

- a. ~~Build FY 1984 manpower models and projections for DD/OP/R&P use.~~
- b. Evaluate DDO professional gains and losses in support of an FY 1984 OPS CT target.
- c. Build an OP professional employee career track model.
- d. Evaluate the Agency's attrition experience for selected technical occupations.
- e. Determine the potential attrition impact of an increasing accumulation of potential retirees.
- f. Identification of alternative work hours to alleviate traffic congestion in the FY-88 headquarters complex.